

Scientific Affairs Assistant - ESTH
Major Duties and Responsibilities (% of time)

Supports the work of the ESTH Counselor and Section as follows:

40% of time

- Provide timely, well-organized written and oral information and summaries, in English, on ESTH developments in Brazil. This includes analysis, emphasizing points that are the most relevant to USG policies on ESTH issues including systems to detect and respond to infectious diseases; efforts to address climate change mitigation and adaptation; combatting environmental crimes like illegal logging, wildlife trafficking and illegal mining; advancing science and technology cooperation especially in space; and advancing opportunities for export of U.S. technology and services. Incumbent should give special attention to the Mission's Integrated Country Strategy and policy guidance from Washington. Incumbent should develop contacts for him/herself and officers as well as pro-actively locate and analyze information and data that help inform and advance U.S. policy priorities. Track elements of national and regional ESTH policy trends through the Brazilian Congress and other key Brazilian federal and state level government bodies. Also track private sector proposals and initiatives to GOB from industry associations such as the Confederation of National Industry. Remain current on multilateral ESTH initiatives. Alert ESTH Counselor and members of Country Team including the DCM to developments of interest in key public and private sector initiatives. Recommend and implement strategies to effectively implement U.S. policy goals. Will have at least one portfolio (space issues or other) assigned to incumbent exclusively.

15% of time

- Maintain and expand ESTH section and Embassy network of contacts with a broad range of government officials, non-profit organization, and private sector representatives including at the senior level. Government and other organization contacts include but are not limited to the Ministry of External Affairs (MRE), Ministry of Environment (MMA), Ministry of Science and Technology (MCTI), Ministry of Health, all the relevant sub agencies of these ministries, Brazilian Congress, Brazilian Confederation of Industries (CNI), Casa Civil, the Institute for Applied Economic Research (IPEA) and other think tanks, academics, and American Chamber of Commerce (AmCham), for example. Recommend, schedule, and organize meetings for ESTH Section officers and other Embassy senior officials, as necessary, to ensure efficient and effective U.S. government interaction and communication with appropriate local interlocutors. Attends relevant meetings and conferences and represents the equities and responsibilities of the Section.

15% of time

- Research as well as draft, edit, and proofread written work products in English and Portuguese, including memos, correspondence, speeches, talking points, and required reports. Works independently to prepare factual, analytical and policy-oriented reports and cables covering the wide range of issues covered by this office. Providing translations of documents and correspondence in both directions between English and Portuguese, as well as providing advice on translation of international agreements as needed. Provide simultaneous translation for meetings between USG and GOB officials and other local interlocutors

- a task that requires near-native/native language skills in English and Portuguese.

10% of time

- Respond to telephone and written requests for information about ESTH issues and related issues in the fields of politics, economics, agriculture, climate change, etc., in both Brazil and the United States.

10% of time

- Create schedules (including managing logistics with motor pool, GSO, FMC and other offices as appropriate) for visiting officials and delegations, participate in briefings to prepare the officials for their meetings. Design the schedules to strategically achieve U.S. policy objectives. Serve as interpreter for visiting officials and delegations as needed. Travel to other posts or locations in Brazil to support ESTH Section reporting, meetings, or other activities.

10% of time

- Serve as backup to the other ESTH Section LE Staff as well as perform other duties as assigned. Serves as continuity for Office of Environment, Science, Technology, Environment and Health during the transfer of officers. Provide mentoring, training, and oversight of interns as well as perform other duties as assigned including supporting the recruiting, screening, and testing of interns and other position applicants.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."